

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

November 7, 2007 5 Page Document

TITLE: Fiscal Officer
POSITION NO: 31030
LOCATION: Addictive & Mental Disorders Division,
Helena
STATUS: Full-Time/Permanent
UNION: Non
PAY GRADE: Pay Plan 20, Pay Band 6
STARTING SALARY: \$33,767 - \$42,209 annually. Depending on
qualifications and internal equity.
SUPPLEMENT: Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 23, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Substantial hours are required during legislative sessions, executive budget building process, and at fiscal year end.

TYPICAL DUTIES: This position is responsible for planning, developing, monitoring, and evaluating the division state budget, program grant budgets, and related fiscal operations to ensure adequate support for current and planned program operations. This position performs three other significant roles in (1) analysis of federal grant requirements and funding budget periods ensuring authorizations are current, (2) coordination of authorized amendment authority, and (3) analysis of division funding based on direct charges to funding sources and the related indirect charges from department cost allocation process. Duties include gathering information and data from periodic budget reports and revenue/expenditures summaries to develop budget and fiscal systems; preparing federal grant status reports; preparing budget change documents, budget journals, executive planning process narratives and documentation, financial statements, cost and revenue estimates, legislative fiscal note estimates and documentation, and cost allocation analysis requests; ensuring budget and grant accounting is in compliance with federal and state regulations

and procedures; monitoring proper accounting for the expenditure of federal Medicaid funds; and identifying and researching fiscal issues through computer systems/applications such as the Statewide Accounting, Budgeting and Human Resource System (SABHRS), Montana Budgeting and Reporting System (MBARS), AWACS and PERQS (department-specific purchasing systems), Medicaid Management Information System (MMIS), and others.

KNOWLEDGE AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of accounting and budgeting principles, practices and techniques, including governmental accounting; mathematical projection methodologies; state and department budget, accounting, and personnel systems (e.g., SABHRS, MBARS, AWACS, PERQS, TEAMS, TESS, ADIS/SAMS, CAPS, and QueryPath); the Executive Planning Process and biennial budget submission including hearing and fiscal note preparation requirements; and federal entitlement and grant programs administered by the division and federal regulations pertaining to the Medicaid programs.

Skills: Skill in analysis; problem solving; research; budgeting; projections; accounting; oral and written interpersonal communication; conflict management; diplomacy; research; time management; organization; and the use of a personal computer, especially with respect to spreadsheets, word processing, graphics, and database applications.

Abilities: Ability to work with limited supervision; independently identify fiscal and policy issues important to the bureau/division/department; manage and complete multiple projects and priorities within highly constrained time limits and frequently in highly stressful situations; achieve high level of credibility using statistical tools and techniques, research methods, computer proficiency, and budgeting and accounting procedures including Generally Accepted Accounting Principles (GAAP); interpret and apply laws, rules, regulations, policies and other diverse written information; evaluate program performance and design; formulate action plans and policies to correct problems or enhance program performance; and establish and maintain effective working relationships with employees and other agencies.

EDUCATION/EXPERIENCE REQUIRED: A Bachelor's degree in Business/Public Administration, Finance, Accounting, Economics, or a related field **AND** five years of progressively responsible budget, fiscal, or accounting experience is required. Relevant budget, fiscal, or accounting experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.6/91 or 12/93);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena, MT 59604;
4. Resume is due at time of application; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such

accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Fiscal Officer

Position: #31030

Location: Addictive & Mental Disorders Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your experience in managing federal grants, and include a description of any different funding sources comprising the grant budget. Be sure to provide an explanation of the methods used to monitor grants, including any reconciliation procedures, analysis, and reporting.
2. Please provide three examples of advanced computer functions you use on a regular basis (i.e. use of formulas, queries, etc.) Please include the software used.